

# Accessing PowerPoint

1. Click on Start



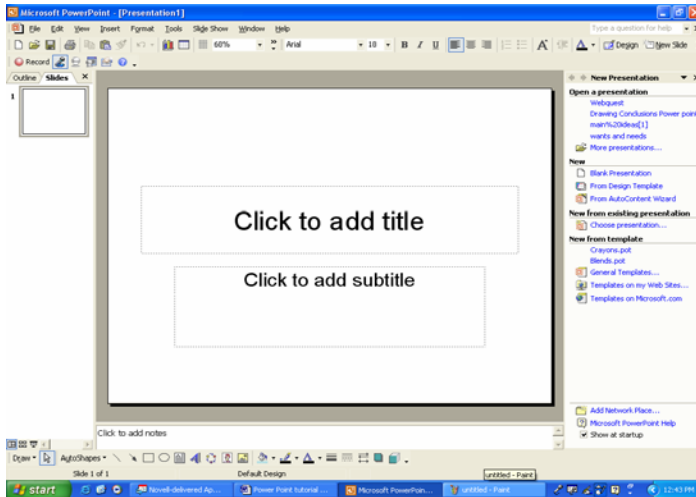
2. Click on All Programs



3. Locate the PowerPoint Icon and Click on it

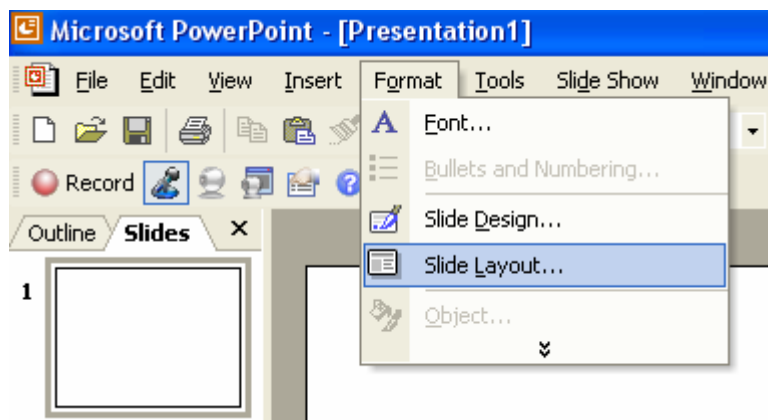


4. You are now in MS PowerPoint.

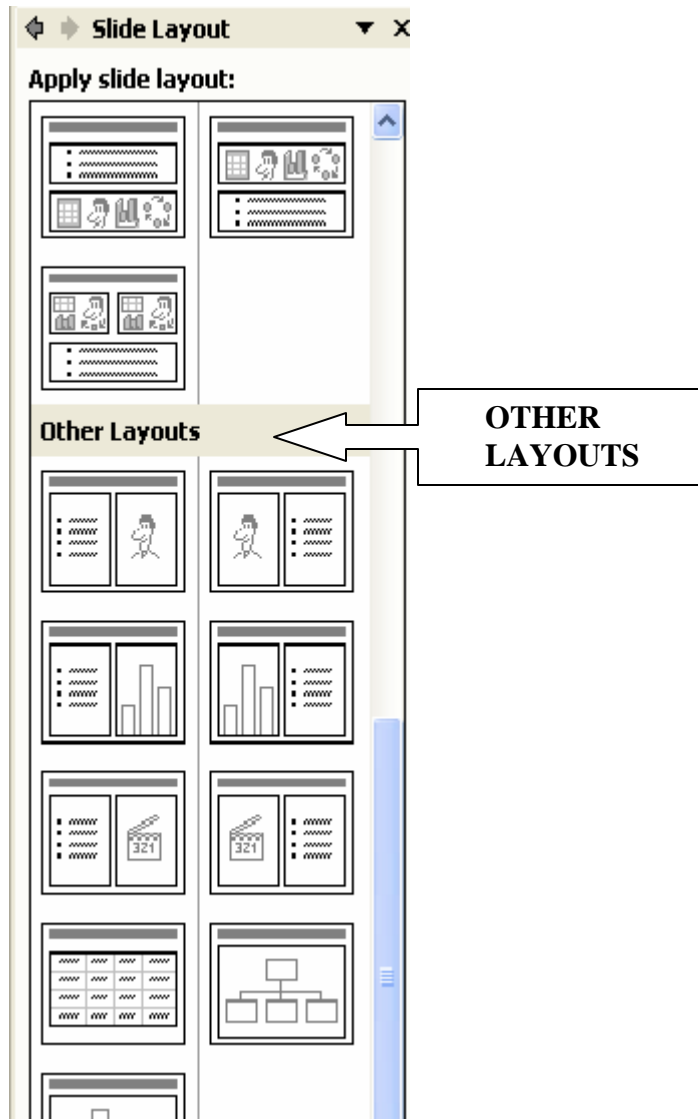


## Slide Layout

5. At the top of the page, click Format
6. Click Slide Layout-This allows you to select the layout of your slide



7. The choices for slide layout appear on your left. Scroll down to Other Layouts.



8. Select one of the following layouts you would like for your slides.



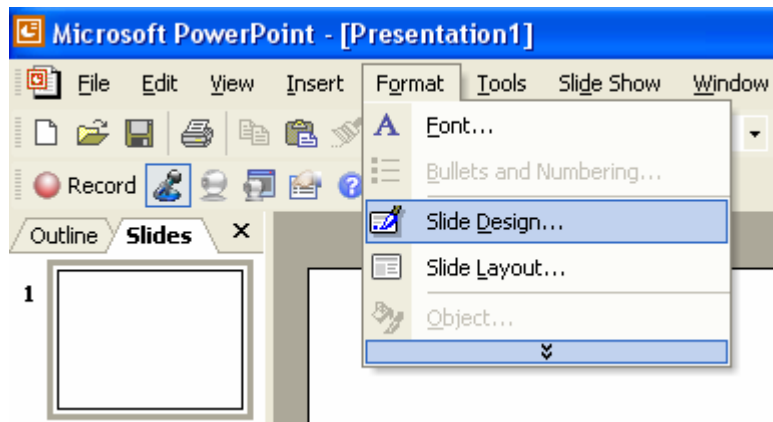
- This layout allows your title on the top, text one the left and a picture on the right



- This layout allows your title on the top, a picture one the left and text on the right

# Slide Design

9. At the top of the page, click Format
10. Click Slide Design-This allows you to choose your background design

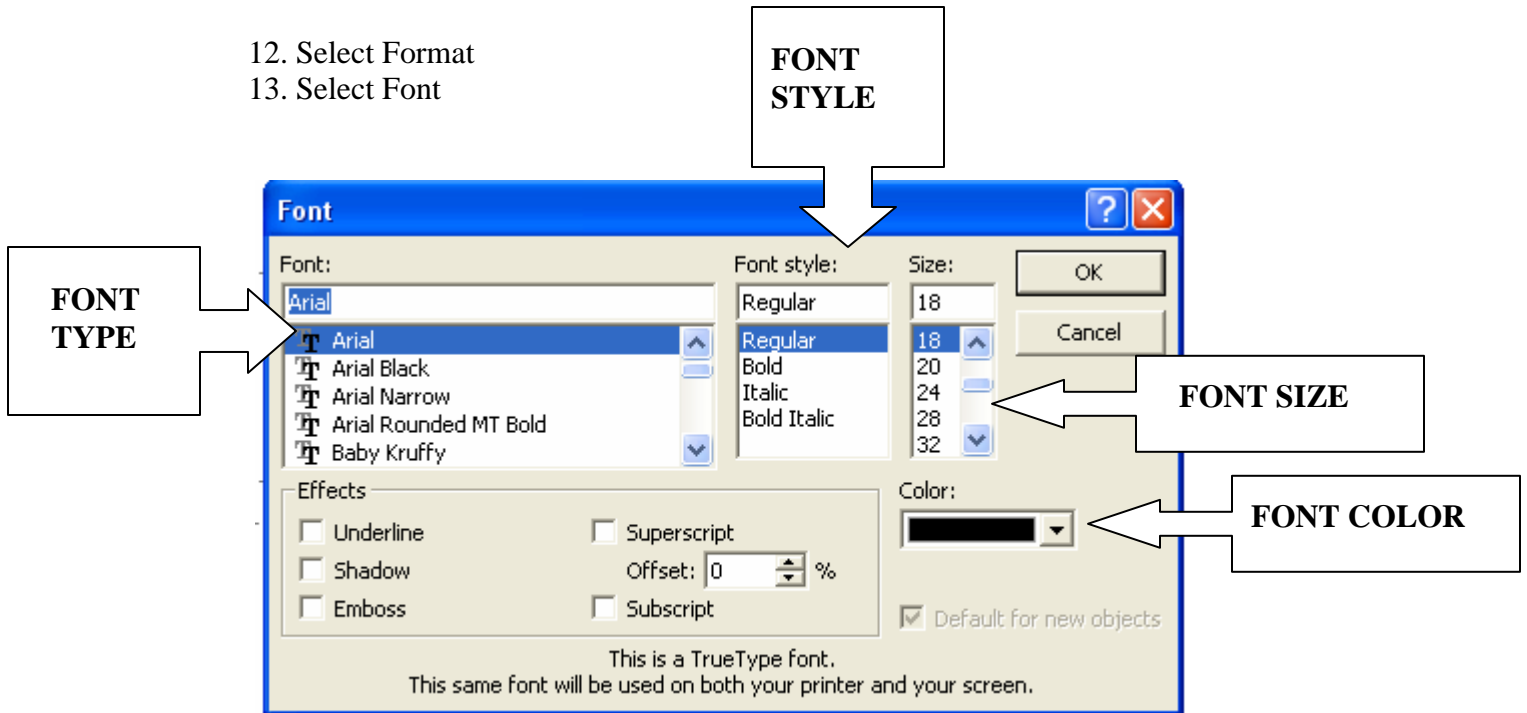


11. The choices for slide design appear on your left, select your desired background design. Your blank slide has been changed to your selected background.



## Modifying Font Type/Style/Size/Color

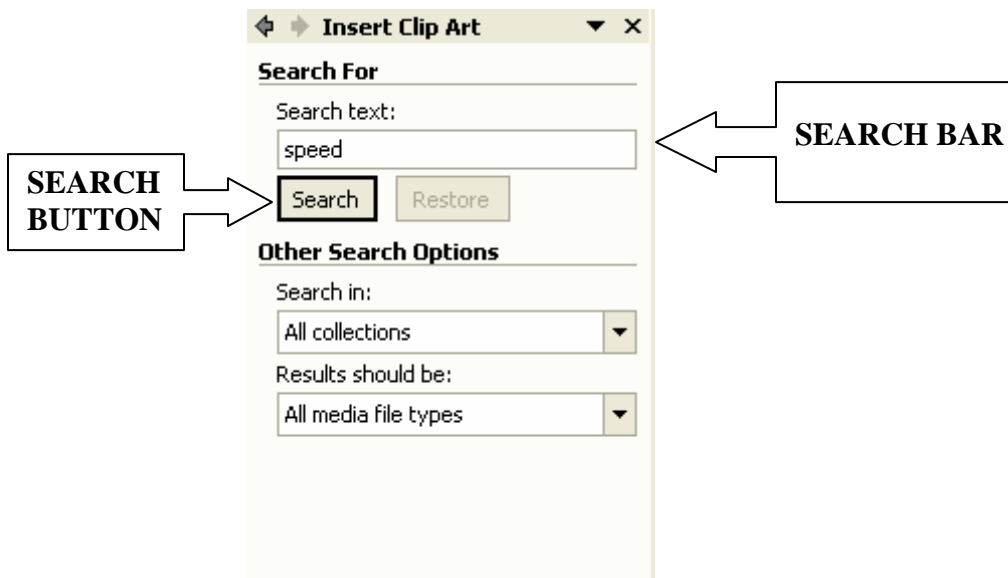
12. Select Format
13. Select Font



You are now able to modify your text by clicking on font type, font style, font size or font color

## Adding Graphics

14. Click Insert
15. Click Picture
16. Click Clip Art
17. Type a keyword in the search bar and click the search button



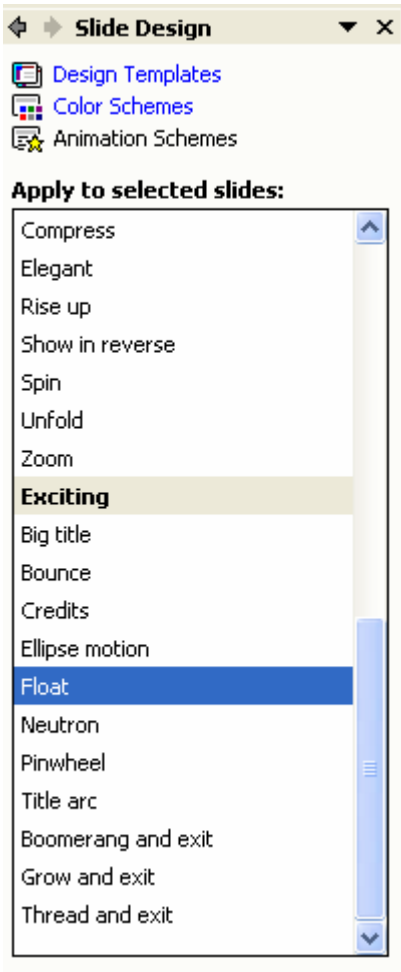
18. Once you found a picture you want to use, double click on that picture.

## Slide Animation

To animate slides, please do the following:

19. Click Slide Show

20. Click Slide Animation- this box appears to the right of the screen



21. Click on a text box or a picture within your Slide

22. Click on the desired animation or motion that you would like

23. When you are done, click the play button at the bottom of the screen to see the animated slide that you just created.

